

14 May 1957

CIA INTERNAL USE ONLY

Suggestion No. 2929

Date of Suggestion: 16 March 1957

STATINTL [REDACTED] DD/I OCI/CAS Clerk Typist GS-5

A. Summary of the Suggestion:

method
Suggester proposed that a strip of wood be nailed along the edges of typewriter lift boxes to prevent typewriters from sliding off desks.

B. Evaluation of the Concerned Office:

Chief, Records Management Staff on 3 April 1957 stated the following:

"Investigation and discussion with the suggester revealed that this sliding was caused by the slipping of typewriter pads on which the typewriters rested. Accordingly, this Staff asked the suggester and a Building Supply Officer to test the effects of gluing pads to the boxes with a few spots of rubber cement. Both found that this prevented the pads, and hence the typewriters, from slipping.

"It is therefore recommended that this corrective measure be publicized in the Office of Logistics Supply Bulletin and through Building Supply Officers. Contingent upon this publicity we recommend that the suggester be granted a minimum award for pointing up this problem and working with us on a solution."

The Office of Logistics on 29 April 1957 made the following statement:

"The recommendation contained in the evaluation of the suggestion will be included in the next Supply Bulletin."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits. (slight-limited).

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14 May 1957

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Suggestion No. 2950

Date of Suggestion: 22 March 1957

STATINTL

Office of Comptroller

Clerk-Steno GS-5

A. Summary of the Suggestion:

Suggester proposed the use of a combination ink and pencil typewriter eraser with brush.

B. Evaluation of the Concerned Offices:

Chief, Records Management Staff on 9 April 1957 stated the following:

"From a representative sampling of opinions we estimate that about 25% of headquarters typists prefer to correct carbon copies with a softer eraser than that used on originals. This poll therefore substantiates the suggester's recommendation for a combination ink and pen typewriter eraser with brush.

"This Staff, however, does not concur in the eraser designed by the suggester. We recommend, instead, the use of an eraser presently stocked by the Federal Supply Service, but not presently used by CIA. This eraser is described as follows on page 108 of the Stores Stock Catalog:

Three-ply octagonal or hexagonal typewriter with brush. Middle layer of abrasive rubber for erasing typed copy; and two outer layers for erasing carbons. Stock No. 7510-286-6167.

"We therefore recommend that this eraser be stocked in lieu of the wheel-type abrasive eraser (Stock No. 7510-162-4024) now available in the Agency supply room. Contingent upon this action we recommend that the suggester be granted a \$15.00 award for pointing up the need for this type of eraser."

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Suggestion No. 2950
(Cont.)

The Office of Logistics on 29 April 1957 made the following statement:

"Action will be initiated to stock the suggested eraser (Stock No. 7/7510-286-6167) and to discontinue the wheel type abrasive eraser (Stock No. 7/7510-162-4024)."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits (slight-limited).

OK
JW
\$10.00